



# Council Tax

## Notification of a change of circumstances

Address of the property (if different)

Use this form to tell us about any changes which may affect your liability to pay Council Tax. You must let us have details of any change immediately.

**We can fine you if you do not tell us about any changes.**

See over the page for examples of the changes you must tell us about.

Your Council Tax reference number (if you know it)

Description of the changes	Date of the change

## Declaration

- I confirm that the information I have given is true and complete.
- I understand that you may use it to maintain Council Tax, Housing Benefit and electoral register records.
- I give you permission to check the information I have given
- I will let you know immediately if my circumstances change.
- You may be subject to a fine and or prosecution if you give false information.

Your signature:

Print your name:

Your phone number:

Date:

Adur & Worthing Councils are the data controllers for the purposes of applicable data protection legislation in relation to administering Council Tax. Full details about how your personal data is used are available at [www.adur-worthing.gov.uk/council-tax/privacy-notice](http://www.adur-worthing.gov.uk/council-tax/privacy-notice).

**Important: please see over the page for further details.**

**(These are only examples, and you must tell us about any change  
that you think may affect your Council Tax.)**

- 1 A single person no longer qualifies for a Council Tax discount because they do not live alone.
- 2 A change of address. Please tell us:
  - your old address;
  - the name of the person who has moved into your old address;
  - the date you vacated (left) your old address;
  - your new address;
  - the date you moved into your new address;
  - whether you are the owner or the tenant of this property;
  - if the property is furnished or unfurnished; and
  - your solicitor's name and address.
- 3 A child reaching 18.
- 4 A change of name, for example, if you get married.
- 5 A person becoming, or no longer being, a student.
- 6 A person who is no longer entitled to be 'disregarded'. (When a person is disregarded, the person who pays the Council Tax may be entitled to a discount.)  
A person is no longer disregarded if they:
  - have just returned home from prison;
  - no longer need to be cared for;
  - have just returned home from receiving care; or
  - have returned home as they no longer need to provide care elsewhere.
- 7 A property that no longer qualifies for an exemption.

This could include a property that:

- is lived in, for example, after alteration or repairs;
- has been empty for more than one month; or
- people are living in.

We may contact you again if we need further details.

**Remember to tell us about any change in your circumstances that may affect your Council Tax.**

If the Council Tax account was in joint names, please give below the name and address of the person that any refund should be paid to if you do not hold a joint bank account.

**Name and address of the person that any refund should be paid to**

Account names:

Person who the refund should be paid to:

**Agreement to pay any refund to the person named above – all other account holders must sign below.**

Signature

Print your name

You can also get this form in large print.